



Columbus City Utilities Utilities Engineer Job Posting

Position Title:	Utilities Engineer
Department	Columbus City Utilities Administration
Reports to	Executive Director
Supervises	Engineering Staff (3)
Salary	\$60,487-\$90,731 (midpoint: \$75,609)
Status	Full time; FMLA Exempt
Application Deadline:	October 28, 2020

Apply Online at <http://JOBS.COLUMBUS.IN.GOV> or call or email City Human Resources 812-376-2570 or humanresources@columbus.in.gov to make an appointment to apply in person if you need help, accommodations or don't have access to the internet elsewhere. We welcome all applicants and are pleased to schedule an appointment for you to apply in person. Each applicant should be prepared to upload a resume and cover letter.

GENERAL SUMMARY

Under general supervision, the Utilities Engineer performs a variety of complex and advanced professional-level engineering work involving both office and field activities. The position has primary responsibility for the planning, design, construction and maintenance of all water distribution and sewer collection related projects. Supervises functional engineering activities, engineering technical staff. Manages capital program and projects.

DUTIES

- The Utilities Engineer is a management level position responsible for establishing and controlling technical standards for the water and wastewater system for the Utilities Department. The position is responsible for management level supervision of engineering technical staff.

- Administrative duties include the preparation of the operating costs for inclusion in the department's annual budget and the review of such projections prepared by others.
- The position is responsible for establishing and enforcing technical standards of the water and wastewater facilities under his/her responsibility. The Utilities Engineer reviews plans submitted by others for compliance with these standards, and as such, will be required to work with a variety of property developers, engineers, land surveyors and other professionals.
- The Utilities Engineer has direct supervisory responsibility of the engineering staff comprised of three positions. Through this staff the Utilities Engineer has responsibility for field inspection of water and sewer construction efforts, underground location of CCU facilities through "811- Call before you dig" program and maintaining records of all CCU facilities and maintenance.
- The Utilities Engineer is responsible for administering the water and sewer construction permitting process through the Indiana Department of Environmental Management and the local permitting authority for sanitary sewers. Keeps accurate records of infrastructure construction permits. Presents recommendations to Utility Service Board for acceptance in the system.
- Updates water and sewer system inventory and asset management system on at least an annual basis to properly document additions and deletions to Utility Plant in Service, miles of pipe and asset valuations.
- Directs and oversees the planning, design, maintenance and construction of water distribution and sewer collection projects including pumps, pipes, tanks and appurtenances. Performs other related engineering functions as required.
- Develops, implements and administers infrastructure management programs and projects that benefit the lifecycle of the Utility's assets.
- Prepares scope of work, solicits qualifications, evaluates submittals and manages consultants for Utilities' projects. Keeps accurate records of consultant contracts, progress and payments.
- Represents Utilities on INDOT, Bartholomew County, City Engineering, Redevelopment Commission, Metropolitan Planning Organization and Plan Commission-related activities and functions relative to infrastructure management of the water and sewer utility. Prepares technical responses to these department's requests on construction projects, development projects, land use decisions, rezones, annexations, programs and projects administered by these outside government agencies. Working effectively with other city government departments, attending meetings as necessary with other agencies, and effective communication and collaboration with city, county and state agencies is an essential function of this position.
- Supervises and directs department personnel, including hiring, training, making work assignments, and regularly evaluating performance.

- Evaluates the need for water and sewer system expansion and/or replacement by determining age of system, estimating domestic demands, and conducting flow tests; inputs data for computation of results.
- Assists with the design of water and sewer treatment plant components. Represents utility in engineering-related issues of treatment plant expansions to meet future demands or modifications necessary to meet NPDES permit.
- Serves as technical advisor to private developers, including reviewing plans and design calculations, verifying line sizes and locations, justifying main oversizing, and assuring compatibility with existing and future systems.
- Notifies neighborhood residents of pending construction projects by issuing public notices and attending neighborhood meetings; solicits deposits from residents for construction projects, as required.
- Administers contracts for projects involving sub-contractors working for Utility during water and sewer main, boosters, lift stations and water storage tanks installation and maintenance.
- Prepares guidelines and solicits contract bids, reviews bids upon receipt, and recommends acceptance or rejection to Utilities Director and/or Utilities Service Board.
- Administers Water Main, Wastewater Collection, Lift Station and Lead Service Line Replacement programs.
- Receives and investigates citizen complaints regarding water and sewer line concerns. Initiates appropriate action in solving valid complaints.
- Responsible for the preparation of surveys, designs, plans, and project specifications for official approval, public review, or publication.
- Oversees the preparation and maintenance of all records and reports pertaining to various department projects and submits to appropriate person and/or agency.
- Prepares and submits annual capital budget proposal, administers budget upon approval.
- Prepares and submits annual report of department activities to appropriate officials.
- Responsible for the maintenance and enhancement of the Geographic Information System as it pertains to sewer collection and water distribution systems.
- Assists in the development and administration of the Utilities' Asset Management Program by keeping records, analyzing data and implementing improvements to the asset management of the water and sewer systems.

- Assists with the preparation of the Utility Department's annual capital budget and assists the Executive Director in the presentation to Utility Service Board and Common Council.
- Assists legal counsel and consultants with preparation of various reports, affidavits, and legal documents concerning the Utilities' projects; presents information to various groups such as Utilities Service Board, Common Council, other governmental agencies and public interest groups and acts as expert witness for the utility in legal actions concerning these matters.
- Regularly attends and makes financial and administrative recommendations to Utility Service Board.
- Oversees preparation of annual Utility Department report, IURC report, and categorization of asset purchases.
- Serves as community liaison with various public interest groups, vendors, news media, university, business officials, and customers in collaboration and under the direction of the Director.
- Takes all reasonable steps to maintain a safe work environment consistent with OSHA and other federal, state and local requirements.
- Performs related duties as assigned.
- The Columbus City Utilities encourages flexibility in its workforce. The Utilities Engineer has direct authority over three full-time staff level employees, but may direct teams of less or greater size on specific tasks, and may be assigned duties and responsibilities from those listed as the need arises.
- The Utilities Engineer reports to the Director of Utilities but must coordinate activities and personnel with all aspects of the CCU and many other agencies.

PHYSICAL REQUIREMENTS

The physical activity expected is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, sitting, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions; tasks require visual perception and discrimination. This position requires working in person at various CCU locations Monday through Friday with emergency response on occasion on the weekend.

Vision sufficient for Driver's License, creation and maintenance of documents and using equipment

EDUCATION

The Utilities Engineer must have a bachelor's degree in Civil Engineering or related field from an accredited university. Should have a high degree of proficiency in practical water and wastewater engineering.

RESIDENCY

The City of Columbus requires employees to move to and reside in Bartholomew County or a contiguous county (a county touching Bartholomew) within six months of hire.

WORK ENVIRONMENT

- The minimum working conditions for this position requires the employee
 - to work both inside and outside,
 - be exposed to temperatures below 32 degrees for periods of more than one hour,
 - be exposed to temperatures above 100 degrees for periods of more than one hour,
 - be exposed to noise, vibration, hazards, and atmospheric conditions in which one or more of the following symptoms affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- Ability to work either independently or as a member of a team.
- Ability to understand hazardous communication and work within job safety requirements, including proper handling of hazardous chemicals in potentially dangerous situations.

SAFETY EQUIPMENT

The safety equipment required includes, but is not limited to, a hard hat, safety vest, respirator, confined space safety harness, safety glasses and steel-toed shoes, depending on the task.

LICENSES OR CERTIFICATION

An Indiana Professional Engineering Registration is required with 5 to 10 years' experience in the water and/or wastewater field. Must have a valid Indiana Driver's License and maintain it at all times or have the ability to do so. Must have good driving record, sufficient to be covered by city insurance as a driver while on duty.

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

E/O/E

*all potential applicants are encouraged to apply, and if you need accommodation or help applying online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov